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**Alcohol Authorization Agreement Form**

**The form should be submitted at the time of space reservation request**

**and no later than 3 weeks prior to proposed event.**

**Instructions:** Please complete this using MS Word. Input information into text fields provided. This form must be Printed and signed, before it is submitted for approval.

**PART I: Event Information** (complete ALL information)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Today’s Date: | |  | |  |
| Organization/Department name: | | | | | | |  | | | | | |
| Requestor name: | | |  | | | | | | | Title: |  | |
| Address (Street, City, ST, Zip) | | | | | |  | | | | | | |
| Phone: |  | | | | | | | E-mail: |  | | | |
| Host name (person responsible at the event) if other than requestor | | | | | | | | | | | |  |
| Index code (local or private funds only) | | | | | | | | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Name | |  | | | |
| Event Day and Date: | |  | | | |
| Event Times: | Begin |  | End |  |

Estimate of Expected Attendance:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| VCU Students |  | VCU Alumni & |  | ***Total Estimated*** |  |
|  |  | Non-VCU Guests |  | ***Attendance*** |  |
| VCU Faculty/staff |  |  |  |

(Attach list of names. If not available, invitation list.)

|  |  |  |
| --- | --- | --- |
| Proposed Location: |  | |
| If Outside, Rain Site or Rain Date | |  |

***(Note:*** *Approval of Alcohol Authorization Agreement Form is for a specific location. If the location changes before the event, a revised form must be submitted for approval.)*

|  |
| --- |
| Purpose of Event: |
|  |

|  |
| --- |
| Nature of Event (i.e., guests, type of activities, food, refreshments, etc.): |
|  |

|  |
| --- |
| Funds used to purchase alcohol: <http://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/allowable-business-expenditure-chart/#.Upypl2Tk_r8> |
|  |

**Part II: Alcohol Service and Security Plan** (REQUIRED FOR ALL APPLICATIONS)

The sponsoring organization must contract with a licensed alcohol provider, caterer, or secure the ABC License for the event. A copy of the ABC license must be provided to the facility or area manager where the event is to take place prior to the event.

Check all that apply:

1. Alcohol will be served by:   VCU catering  Outside Licensed Catered  Other

|  |  |  |
| --- | --- | --- |
| If Other, please describe: | |  |
| License # |  | |

2. Type of beverage service: cash bar  open bar  Other

|  |  |
| --- | --- |
| If Other, please describe: |  |

3. Type of alcohol served beer  wine liquor  Other

|  |  |
| --- | --- |
| If Other, please describe: |  |

Alcohol served (available) from (start): \_\_\_\_\_\_ (end) \_\_\_\_\_\_\_\_

**In hosting this party, I understand that the following safety and security steps will be taken in compliance with State laws and University regulations regarding alcohol (please check all steps completed):**

* Event sponsor is responsible for costs incurred for security and turning in this form to the scheduling office, who will notify VCU Police of the event.
* Non-salty foods and non-alcoholic beverages must be available and easily accessible throughout the event.
* Alcohol must be monitored at all times.

**\*\*\*Are persons under the legal age of 21 expected to be present? No**  **Yes**  **If YES, complete Part III & Part IV. If No, complete only PART IV.**

**Part III: Underage Attendees** (REQUIRED FOR ALL EVENTS WITH UNDERAGE GUESTS)

Describe how the event sponsors will work to ensure that underage persons will not be served or consume alcohol.

Check all that apply:

1. Patrons (of-age or underage) will be identified by:  hand stamp  wristband  other

|  |  |
| --- | --- |
| If Other, please describe: |  |

2. Alcohol access will be controlled by:  partition  roped area  separate room  other

|  |  |
| --- | --- |
| If Other, please describe: |  |

|  |  |
| --- | --- |
| Name of trained event manager (TIPS or VCU approved program): |  |

Describe procedures to prevent the service and consumption of alcohol by underage persons

|  |
| --- |
|  |

**PART IV: Approvals**

By signing below, I agree to abide by VCU policies and the laws of the United States and the Commonwealth of Virginia, and make sure event patrons do the same. I HAVE READ AND UNDERSTAND the VCU policies and guidelines that pertain to alcohol.

Signature of requestor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of VP/Dean/Designee of requesting department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Approved 🞎 Request Denied 🞎 Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide a copy of this form to the to appropriate VCU office responsible for scheduling the space in which the event is being held. If you need assistance determining which scheduling office is the appropriate one to send the form to, you may contact Conference and Scheduling Services at* [*css@vcu.edu*](mailto:css@vcu.edu) *and they will direct you to the correct office.*

DESIGNEE(S) RESPONSIBLE FOR APPROVAL | OFFICIAL USE ONLY

# For use by department designated to manage or approve space where proposed event will take place

# I have reviewed the information provided and grant permission for this event in the requested facility:

# VP/Dean/Designee (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_ VP/Dean/Designee (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_

# 

# Designee responsible for approving reserved space (if different from person above):

# Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_

Request Approved 🞎 Request Denied 🞎 Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procedures for University Sponsored Events Associated with Alcohol:**

VCU assumes no responsibility for any liability incurred at any event not sponsored by the university where alcohol is served and/or sold.  Students, employees, contractors and guests are obliged to conduct themselves in accordance with the laws of the Commonwealth of Virginia and assume full responsibility for their activities while sponsoring or attending university sponsored events associated with alcohol.

Sponsors who host or organize a VCU sponsored event that is associated with alcohol must:

**A.**Comply with federal law, state law and Virginia ABC regulations

**B.**Complete the Alcohol Authorization Form at [www.scheduling.vcu.edu/faq/](http://scheduling.vcu.edu/faq/) and in conducting the event:

i.   Employ a third party vendor with an ABC license who is responsible for adhering to

laws and regulations. (Obtaining an ABC license rather than using a third party vendor requires special exemption from VP or designee.

ii.   Be responsible for security costs incurred in connection with the event. For events on property owned or controlled by VCU, VCU Police determine the cost and the level of security required.

iii.   Utilize only local or private funds to pay for the purchase of alcoholic beverages.

There must be a clear business purpose for the function that supports the university’s mission. The event must be in accordance with the Office of Procurement Services Allowable Business Expenditure Chart and approved by the appropriate leadership (e.g., chair/director and vice provost/dean/designee). For more information, see <http://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/allowable-business-expenditure-chart/>.

**C.**University sponsored events associated with alcohol to be held off campus must also follow alcohol laws, regulations, address security issues and follow unit guidelines /purchasing procedures.

**D.**Any publication, advertisement or announcement of any university sponsored event distributed or intended to be distributed primarily to persons under 21 years of age must ensure there is no mention or depiction of alcoholic beverages. Distribution of any publication, advertisement or announcement that mentions or depicts alcoholic beverages must be limited primarily to persons 21 years of age or older and such publication, advertisement or announcement must contain a requirement of proof of age and VCU identification.

**How do I have an event with alcohol properly authorized?**

Download and complete the Alcohol Authorization Agreement Form. This form is available at <http://scheduling.vcu.edu/faq/>.  If at any time you have problems or questions about completing a section of this form you can contact Conference and Scheduling services at [css@vcu.edu](mailto:css@vcu.edu) or 804-828-4228.

Part I – Event Information

Fill out all general event information in the required fields.

In the *Index code* box, make sure to use the index code that will be used to pay for the alcohol. If the purchase is not being funded by an index code, make a note in that box, and provide detail in the last box on the page.

In the *Proposed location* box indicate the space you intend to have the event.

Note: This form does not constitute as a space request. You need to request space separately before completing this form. Information on how to request a room can be found at <http://scheduling.vcu.edu/services/>

In the *Funds used to purchase alcohol* box provide a detailed description of the funding source for the alcohol. Information on procurement of alcohol with VCU funds can be found at [http://procurement.vcu.edu/i-want-to/make-a- purchase/know-what-you-can-and-cannot-buy/allowable-business-expenditure- chart/#.Upypl2Tk\_r8](http://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/allowable-business-expenditure-chart/#.Upypl2Tk_r8)

Part II – Alcohol Service Plan

In the *License #* box indicate the ID # for the ABC license that will be used at   this event. Any event with alcohol in VCU space must be supported by an ABC license. If you are using a caterer, such as Aramark, it is likely that they have an ABC license that they will use for the event. Ask them for their license #.

Part III –Underage Attendees

Only to be filled out if there will be guests at the event under the age of 21.

Part IV –Approvals

 The *Signature of requester* section is to be filled out by the individual        submitting the form for approval

 Gray approval boxes:

* Box 1: This is to be signed by a designee from the department that is requesting to serve alcohol.
* Box 2: This is to be signed by the individual who is responsible for the scheduling management of the space where the alcohol is to be served, and it is to be signed by the designee who oversees that department.